

## INFORMATION FOR PROSPECTIVE CIVIL GRAND JURORS

The following information is provided to assist citizens in their decision to volunteer as a prospective civil grand juror. Anyone who is ultimately selected to serve on the Civil Grand Jury must be fully aware of the time and personal sacrifice involved. Therefore, each prospective grand juror should sincerely and thoughtfully weigh all family, personal and business obligations before seeking this nomination.

### HOW THE CIVIL GRAND JURY IS SELECTED:

- **Screening Applications:** An application received from a prospective Civil Grand Juror is forwarded to the Grand Jury Recruitment/Selection Committee. This committee is comprised of Judges of the Superior Court to determine your qualifications for Civil Grand Jury service.
- **Investigation by Riverside County Sheriff:** In order to determine the qualifications as set forth in the California Penal Code § 893. A completed application and authorization to release information page, must be signed before an appointment can be scheduled to conduct a comprehensive Live Scan record check. Court staff will contact you within 3 to 5 business days after receiving your application to set your appointment.
- **Interview and Nomination:** The candidates who pass the background investigation will be invited for an interview in May, with the Grand Jury Recruitment/Selection Committee. The most qualified applicants will be placed for nomination by the interviewing judge.
- **Processing by Recruitment/Selection Committee:** The law requires that the Superior Court submit a list of potential Grand Jurors between 25 -30 names. The Recruitment/Selection Committee reviews all of the applications and selects thirty (30) as required by law. The Recruitment/Selection Committee considers applicants from all Supervisorial Districts within the County to provide a jury as representative of the county as possible.
- **Drawing of Grand Jury:** The grand jury random draw and ceremony will be held in June. The grand jury is comprised of 19 persons. The nineteen (19) persons selected will constitute the Grand Jury for the ensuing fiscal year commencing July 1, 2013. After the 19 grand jurors have been selected, the remaining names will be drawn by random selection as alternates. If during the year, a vacancy occurs, a selection to fill this vacancy is made from the remaining names in the order drawn.

- **Requirements and Obligations:** Service on the Riverside County Civil Grand Jury is a full-time commitment for twelve months. Riverside County, with a population of 2,189,641 people, has numerous facilities, agencies and various challenges to be reviewed and considered. As a result of these factors, the members of the Civil Grand Jury must be prepared to devote time and energy to the needs and demands of this activity.

The Civil Grand Jury normally works a four-day week. A juror must be able to travel and conduct grand jury business in Blythe for four days each year, usually in March. If a vacation is needed, Grand Jurors are requested to work around the business needs of the Civil Grand Jury. Although it is recognized that illness and other emergencies may prevent attendance at all sessions, members are expected to make a special effort to be present to fulfill their responsibilities as much as possible. Prospective Grand Jurors can anticipate numerous field trips, for purposes of gathering information and conducting interviews.

- **Compensation:** Compensation for grand jury service is \$25.00 for four hours or more per day, or \$15.00 for less than four hours per day for attendance either at general sessions or committee assignments of the Civil Grand Jury. Mileage expense is compensated at the rate payable to employees of the County of Riverside for each mile actually and necessarily traveled for purposes of said sessions or committee work. Parking is provided without charge.
- **Facilities:** The Civil Grand Jury office consists of a hearing room, panel room, committee meeting rooms, administrative office, and is staffed by a Civil Grand Jury Secretary.
- **Organization and Duties of the Civil Grand Jury** Penal Code §912 authorizes the Presiding Judge of the Superior Court to appoint a Foreperson of the Civil Grand Jury.

The newly formed Civil Grand Jury will consist of the following officers to conduct general business: Foreperson, Foreperson Pro Tem, Secretary, Secretary Pro Tem, Sergeant at Arms, Parliamentarian, and Committee Chairpersons appointed by the foreperson.

The following committees have been formed in past Civil Grand Juries:

#### A. **Administration/Financial Services**

The Administration/Financial Services Committee has responsibility for the review of the Office of the Board of Supervisors, Assessor, Auditor/Controller, Clerk of the Board, County Executive Office, County Clerk and Records, Human Resources, Registrar of Voters, Treasurer-Tax Collector and Special Districts – Flood, Park, and County Services Areas.

**B. Environmental and Development Services**

The Environmental and Developmental Services Committee has responsibility for the review of the Agriculture Commissioner, Facilities Management, Fire Departments, Fleet Services, Information Services, Purchasing and Material, Transportation and Land Management Agency, Waste Management, Cooperative Extension, Date Festival and Fairs and Economic Development Agency.

**C. Health and Community Services**

The Health and Community Services Committee has responsibility for the review of the Community Health Services Agency, Community Action, Environmental Health, Mental Health, Office On Aging, Public Social Services, and Riverside County Regional Medical Center.

**D. Justice System**

The Justice System Committee has responsibility for the review of the Sheriff's Department, Coroner/Public Administrator, County Counsel, Detention Facilities, District Attorney, Police Departments, Probation, Public Defender, Training Center, and Code Enforcement.

**E. City Government and Education**

The City Government and Education Committee is responsible for the review of all county agencies involved in providing services for Charities/Non-Profit Organizations, City Governments, County Office of Education, Libraries, Local Agency Formation Commission, School Districts, Transit Agencies, Museums, Housing Authority, and Veterans Services.

**• Duties of the Civil Grand Jury**

1. To act as the public's watchdog by investigating and reporting upon the affairs of local government.
2. To weigh allegations of misconduct against public officials and determine whether to present formal accusations requesting their removal from office.
3. To review and act upon letters or complaints from citizens of Riverside County.